ASAD RAFIQ

Plot # 1284 3rd floor hassan palace st # 06 yaqoob Shera road khadda market
kharadar Karachi 75660

+92 3032405277 | asadrafiq200@gmail.com

CAREER OBJECTIVE

I am an extremely motivated and result-oriented individual seeking opportunity to work in an environment that allows me to constantly develop my skills through challenges and continuous innovation.

WORK EXPERIENCE

FULCRUM PVT LTD (ASSIGNED TO TEARFUND)

Haryali Hub Incharge **JUNE 2022 - AUGUST 2022**

- Oversee the operations at the Haryali Hub and coordinate with Tearfund
- Oversee the segregation function, packing, weighing and waste house management.
- Ensure that both bookkeeper and hub assistant are coordinating and recording appropriate data.
- Work closely with Tearfund Marketing officer in coordination and contact with buyers
- Work closely with the stakeholders and community engagement team .
- Ensure the production of compost and paver blocks, tiles by the help of poly bag .
- Responsible for the supervision and management of the hub staff
- Complies with safety regulations.
- Ensure that making iif sales order ,maintain minimum stock .
- Training to personnel regarding segregation & educate them regarding waste management .

ALPHA CONTAINER INDUSTRIES PVT LTD (PERSONAL CARE & AEROSOL)

Production Officer **APRIL 2021- JUNE 2022**

- Managing, planning and ensuring daily production targets through effective stock management and streamlining workflow
- Ensuring all quality checks are followed to maintain high quality products
- Managing and planning manpower scheduling to ensure maximum productivity and minimize overtime COSTS
- FIFO basis job closing
- Organize workflow to meet specifications and deadlines
- Monitor production to resolve issues
- Supervise and evaluate performance of production personnel (quality inspectors, workers etc.)
- Determine amount of necessary resources (raw materials etc.)
- Ensure output meets quality standards
- Enforce health and safety precautions
- Report to upper management

BIKIYA INDUSTRY PVT LTD (Tux Tissue)

Production Incharge & Planning Officer. **JULY 2019 - APRIL 2021**

- Monthly weekly and daily production planning
- Analysis demand and forecast for the Month
- Maintain Special Printing jobs
- Manage Labor workforce
- Issue Production Plan and follow up accordingly
- Daily Monitoring and updating of Demand Requirement Planning Report (DRPR)
- Management and Planning of HORECA (Hotels Restaurants and Cafes) jobs.
- Facilitate and manage other tasks assigned by management time to time

ATLAS AUTOS PVT LTD (Atlas Honda)

Assistant Foreman Production **JUNE 2018 - JULY 2019**

- Managing, planning and ensuring daily production targets through effective stock management and streamlining workflow
- Ensuring availability of raw materials and supporting material as required for production
- Ensuring all quality checks are followed to maintain high quality products
- Initiating and implementing 5S and Kaizen activities to streamline workflow and increase efficiency of production
- Implementing cost-reduction techniques to minimize cost of production and enhance profit margin
- Managing and planning manpower scheduling to ensure maximum productivity and minimize overtime COSTS.

EDUCATION

Indus University

B-Tech Mechanical 4 year Continue.

Pakistan Navy Polytechnic Institute **August 2017**

3 Years Diploma of Associate Engineer (Mechanical)

Government Islamia Science College **March 2014 SSC (Pre- Eng.)**

Al Makhdoom Public School **September 2012 HSC Science**

Technical skills

- 5S
- Time & Motion studies
- Workflow
- Layout.

Computer Skills

- Proficient in SAP
- AutoCAD
- CREO
- NX
- Cimco Edit
- MS Office Suite

Certification & Award

- **Quality Management System ,ISO 9001:2015**
- **Mechanical Manufacturing Specialize in CNC (Level 3) TTC**

References

Adequate References may be furnished if desired.